

E – Travel News

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Volume 1 Issue 2

Do You UTS?

Breaking News:

Reviewing Your Claim for Accuracy:

Do you ever wonder how we determine which claims to review? Do you think that your claim is selected for an audit every time you travel? Below is some information to help you understand how we select claims for a random review.

UTS Travel claims are reviewed using either a statistical sampling plan or are designated as 100 % mandatory review as per the government accounting office (GAO). A statistically sound percentage; e.g., 7% of all UTS travel claims is the goal established for post-payment random review.

All UTS claims equal to or greater than \$2500.00 will be 100% post-payment reviewed. All required documentation for audit will be requested from the member. It is expected that the audit package will be mailed to HRSIC (UTS audits) within 2 working days. Remember, if you have to complete a supplemental to a claim and the new total entitlement is still greater than \$2500.00, it will again be selected for post-payment review.

Split Disbursement coming soon to UTS:

We are in the testing phase of allowing you to pay part of your Government Credit Card bill from UTS. This enhancement will allow the traveler to designate the actual whole dollar amount you want paid to your credit card, and then the remainder due will be paid to you. You can keep your stamps in your pocket, and allow UTS to make your payment to the company for you, ensuring that money goes directly to them. It is important your information is correct on file with the credit card company so when this enhancement is released to ensure your payment will be credited to the correct account.

E-Travel News Continued...

Friendly Reminders:

TDY Claims: We have noticed a number of members submitting claims and they have transposed the effective dates of their travel. As an AO your requirement is to open the claim and review it for accuracy. Please remember that you need to click on the Exceptions to Daily Expenses to ensure that the member is only getting paid for the exact days of lodging and per diem that you show a receipt for, or the actual orders allow. You can find this overview on this page.

Click on this → button to view the screen to the right.

Date	Location	Trans	Reason	Method	Quarters	Messing	Lodging	POC Miles
06/16/2002	DEP Topeka ; KANSAS	PA						
06/16/2002	ARR Nashville ; TENNESSEE	TD	LDP	CQ	CM	\$82.00	800	
06/21/2002	DEP Nashville ; TENNESSEE	PA						
06/21/2002	ARR Topeka ; KANSAS	MC				\$0.00	800	

Claimed	Approved
4.00	4.00
25.96	25.96
49.69	49.69

This screen will show you how many nights they have claimed for lodging. You are required to verify their receipt shows each of the nights.

Reason For Stop	Lodging	Quarters
TD	\$82.00	CQ
MC	\$0.00	-

Date	Day Type	B-Type	L-Type	D-Type	Lodging	Breakfast	Lunch	Dinner	Incidental Expenses
6/16/02	LDP	CM	CM	CM	\$82.00	\$0.00	\$0.00	\$0.00	\$0.00
6/17/02	LDP	CM	CM	CM	\$82.00	\$0.00	\$0.00	\$0.00	\$0.00
6/18/02	LDP	CM	CM	CM	\$82.00	\$0.00	\$0.00	\$0.00	\$0.00
6/19/02	LDP	CM	CM	CM	\$82.00	\$0.00	\$0.00	\$0.00	\$0.00
6/20/02	LDP	CM	CM	CM	\$65.00	\$0.00	\$0.00	\$0.00	\$0.00
6/21/02	LDP	CM	CM	CM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Blanket Orders: It is very important as an AO to ensure that when a claim comes to you with a 13 type TONO, you ensure that the member has checked BLANKET on the type of order. This is imperative, because if it does not reflect blanket, then all subsequent claims for that TONO will have to be mailed in due to the TONO being treated as closed at FINCEN. Only 11 type TONO numbers should be listed as normal. This option is listed right under the TONO number and right above the Purpose option on the UTS claim/authorization.

Be sure to check this site for updated information:

<http://www.uscg.mil/hq/hrsic/Manuals-Pubs-Newsletters/Travel/uts/faq/faq.html>

Here is where you can find other issues of the UTS E- Travel News:

<http://www.uscg.mil/hq/hrsic/uts/index.htm>

Please share this important information with all of your travelers in your unit/area so they stay informed of important UTS changes and improvements. Please send your suggestions for improvements to: <mailto:hrsic-utscst@hrsic.uscg.mil>

Coming next month: Help with Change site option. This will assist you in sending your claim to an AO at a local unit where you are TDY.